

NOTICE

There is a job vacancy with the **BAY COUNTY FINANCE DEPARTMENT**.

JOB TITLE: HOMELAND SECURITY PART-TIME STAFF ACCOUNTANT

**RATE OF PAY: \$1,105.48/biweekly entry level
(based on a 29 hour work week)**

Grant-funded position; part-time hours; up to 29 hours per week

In accordance with the Agreement between the County of Bay and the Bay County Association of Managers, Professionals and Supervisors (B.C.A.M.P.S.), qualified County employee applicants may first be considered.

GENERAL SUMMARY:

As a professional accountant, will be responsible to perform general accounting and grant functions. Will prepare reports to federal, state and local governmental agencies as required and not otherwise assigned. Oversees the financial reporting requirements of grants. Assists with the preparation of the annual county financial and single audits. Time constraints are often significant and the ability to produce accurate results in a timely manner is vital. Ability to relate well with peers, other departments, and the public is an essential element of the job. A commitment to continuous improvement, waste elimination, and customer service are absolutely essential. Reports to the Finance Officer/Assistant Finance Officer for accounting duties and for purchasing functions will report to Assistant County Executive for Recreation and Administrative Services.

TYPICAL DUTIES:

1. Perform general accounting functions.
2. Perform purchasing functions for Homeland Security.
3. Maintains and reconciles general ledgers.
4. Prepare financial reports as required to federal, state and local agencies.
5. Analyze financial data, prepare reports and make recommendations.
6. Maintains files and prepares vouchers on construction projects.
7. Prepare financial reports for receipt of grant revenue.
8. Assist in the closeout of revenues and expenditures for grant activities on a fiscal year and calendar year basis, for "grant year-end" and "fiscal year-end" closings.
9. During the year-end closing process, assists in the preparation of the Schedule of Federal Financial Assistance in accordance with standards set forth in OMB circular A-128.
10. Assist in the Preparation of financial statements.
11. Responsible for retaining records per grant requirement.
12. Prepare and monitor budgets for Homeland Security Grants.
13. Works closely with Homeland Security and Finance staff.
14. All other duties assigned by supervisor.

The above statements are intended to describe the general nature of work being performed by people assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

QUALIFICATIONS:

Bachelor's degree with accounting major preferred, but three years equivalent experience of work involving Governmental Generally Accepted Accounting Principles (GAAP) will be considered. Knowledge and proficiency in the use of Tyler Technologies Inc. Munis financial software is preferred, but not required. Basic PC and word processing proficiency and advanced spreadsheet application proficiency, with graphics capability. Applicants may be required to take written and/or other examinations.

Physical: This position involves sitting most of the time and/or being mobile or standing for brief periods of time. Additional requirements include the ability to move objects according to the following weight & frequency: Generally, 10 pounds of force up to one third of the time. Valid Michigan driver's license required.

Make application to the Bay County Personnel Department, 515 Center Avenue, Suite G102, Bay City, MI 48708-5121, no later than 4:00 p.m. Friday, January 7, 2011. Applications are also available at: www.baycounty-mi.gov

AN EQUAL OPPORTUNITY EMPLOYER

"BAY COUNTY DOES NOT DISCRIMINATE ON THE BASIS OF HANDICAPPED STATUS IN ADMISSION OR ACCESS TO, OR TREATMENT OR EMPLOYMENT IN, ITS PROGRAMS AND ACTIVITIES."